



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-VSB-SD

15 February 2007

MEMORANDUM FOR RECORD

SUBJECT: Policy # 3 – Leaves

1. Leave requests in excess of 30 days, must be received by USASD at least 30 days prior to start dates; less than 30 days, 10 days prior. We will act on your request immediately, and they will be processed and sent back promptly either by fax or e-mail attachment. Do try and be reasonable, if you need 30+ days of leave in conjunction with Permissive TDY or a similar request that requires approval higher than the Company Commander, please understand we cannot turn that around nearly as quickly. The proper procedures are as follows:

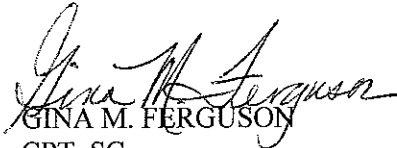
- a. Submit a signed DA 31 to the company administrative clerk via mail, fax or email.
- b. Soldiers must provide an accurate leave address and phone number.
- c. Leave starts the day you designated on the leave form and ends on the end date designated on the leave form unless otherwise notified.
- d. No notification for departure or return is required unless the dates are other than what is indicated on the leave form.

2. Emergency leave: In the event that emergency leave is required, please contact USASD immediately. Emergency leave requests will always be approved but please make contact with the USASD first. In the event that a Soldier cannot contact USASD, the SLO can create a DA 31 for submission to USASD. If OCONUS, we will require the Red Cross message so that we can justify funding for your airline ticket. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

3. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a DA 31 for leave during any period that the Soldier expects to travel outside of their duty location. For all travel outside of a 500-mile radius from assigned duty location and in accordance with AR 600-8-10, a mileage pass should be submitted to USASD NLT ten days prior to departure.

4. Any time that a student is away from their assigned duty location, they must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the detachment for clarification.

5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
Commanding